

REPORTS INVENTORY

CONTROL NO.

OL/SD/ MFB No. 6

STAT

PREPARE IN DRAFT

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120071-6

1. TITLE OF REPORT (If a fill-in report include Form No.)

Packing & Crating Daily Status Report

2. TYPE
OF
REPORTSTATISTICAL
 NARRATIVE
MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

LOGISTICS

TRAINING

SECURITY

ADMIN. GENERAL

OTHER (specify)

MEDICAL

FINANCE

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Daily

6. DISTRIBUTION (No. of components not
number of copies)

1

STAT

7. FORMAT (memorandum, form
computer print-out, etc)

8. ADP PROCESSING

Ditto Copy

YES IF YES GIVE ADP PROCESSING NO.
NO N/A

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Chief of

STAT

10. PREPARING COMPONENT (include lowest level
contributing information to report)11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary)

Packing & Crating Section

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
GS-6	\$4.09	Half Hour	\$2.05	252	\$516.60
GS-11	\$5.91	1/12 Hour	\$0.98	252	\$743.40
			.49		123.48
					\$861.70
					Total Cost Per Year

(147 hrs)

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$360.00 640.08

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

(SEE ATTACHMENT A)

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)
CHANGE	
DISCONTINUE	

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

15. DATE OF INVENTORY

17. N

INFORMATION

28 Sept. 1970 Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120071-6

18. EXTENSION